

MacKillop College

1:1 Notebook Induction Program



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Taking *personal responsibility* for the school-owned notebook



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Why School Owned?

- Consistency of software applications in classes
- A maintained notebook image with regular and timely servicing and updates
 - At least one yearly re-imaging of all notebooks
- Can easily distribute commercially or school-based e-text when necessary
- Ability for school to **legally** place school-licensed specialised software on student borrowed notebooks
- Licensed and updated virus protection software
- Includes MS Office Professional



What does School Owned mean?

- The notebook is school owned property
- Student borrows notebooks for 24/7 access
- School fees are all inclusive (except insurance claims and repairs)
- Notebooks are returned to College at end of 3 years
- Servicing of equipment **will / must only occur** through school ICCT services department



What have my Parents/Guardians and I signed?

- Application to Borrow a school notebook
 - What does this mean?
- Student Acceptable Use Agreement
- Where can I find these?
 - MacKillop Website > Information > [Notebook Program](#)



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



What is the difference between
warranty and insurance?

What is *your* responsibility?



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Insurance

- \$250 excess
 - Means your family pays for the first \$250 of any insurance claim
 - Generally screens, whole notebook casings and motherboards (spillage etc.) are >\$250
 - Other damage such as loss of power adapter, keyboard, touchpad etc. are <\$250 therefore no insurance claim so you will be charged the whole amount
- Your parents/guardians have entrusted you with a significant responsibility



Let's look at the Notebook

- Outside protective TechSkin
 - You can have appropriate stickers on the outer below line but **NOTHING** inside or underneath
 - Any displays must be MacKillop appropriate
 - If you can't show Grandma / Nonna then don't show us!
 - Replacement of techskin due to inappropriate imagery/text = \$15



Storing the Power Pack

- Important that the power pack/lead is stored correctly
- Watch demo carefully!
 - DO NOT roll lead around the power pack - continual bending will damage the cord and connection to pack
 - Loop lead, gather beside power pack then store



Your Notebook Permissions

- You have full permissions other than
 - Colour Schemes and Themes have been locked down
- You can personalize the background image
- If anything goes wrong on software side we **re-image which means all data/additional programs are lost on notebook**
- You can load school software via the Software Centre



Passwords



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Passwords

- ≥ 8 characters
- Easily remembered
- Alphanumeric (letter and number)
- No spaces
- Do not overuse capitals
- Do not use these symbols
- ! # \$ % & ^ () [] + = { } / \ ? , .



Opening the Notebook (1)

- Open notebook
- Turn on after direction from teacher
- Logon using your username/password
- Accept the User Policy and wait for the Core and Intranet page to be displayed on your screen.
- Press Ctrl-ALT-Delete to change password
- Shut down your notebook completely



Re-starting the Notebook (2)

- Turn on notebook
- It won't take as long as last time
- Logon using your username and new password
- This process won't be as long as last time as your profile is now sitting on the machine
- Wait for the Core and Intranet pages to be displayed on your screen.



Moving into Hibernation ... I just can't bear it! Bazinga!

- Close the notebook lid
- Notebook will go into a hibernation state
- Wait one minute
- Open lid and you will be asked to logon to computer
- Your initial screen prior to closing down will reappear in a very short period of time.



Shutting Down your notebook

- ALWAYS SHUT DOWN notebook at the end of the day's work
- Allows for updates to occur
- Refreshes the notebook each day
- Keeps your notebook running fast



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



What are the biggest users of battery life?

- Anything that requires the USB or an attached DVD/CD ROM will drag lots of power from the battery
 - Speakers and DVDs
 - Working directly off a USB flash drive: wireless mouse, working with files on flash drive
 - Continually having a flash drive in a USB port
- Bluetooth always on drags a lot of power
- Watching any type of video because of the use of the graphics card



Saving Battery Life

- Always recharge overnight if notebook has been in use that day
- Always shutdown if fully recharged
- ***Never leave in hibernation overnight***
- Never work directly off USB flash drives
 - Only use these for back up purposes



The FOUR GOLDEN RULES

- Back up, Backup and Back up
- Then backup again!
- Loss of data on notebook is not considered a legitimate excuse for not handing work in on time
- You are responsible for maintaining a correct back up procedure
- A RESTART will solve 90% of notebook issues



BACK UP YOUR DATA!

- Always save to your notebook then back up your data on your network drive while at school = 1 gigabyte (GB)
- NEVER depend on your USB as the primary means of back up or storage
- USB flash loss and USB flash failure are the biggest problems many students have had over the years ... believe us, we have gone through a truck load of tissues with bucket loads of tears!



Let's Test - Student Network drive

- Click on the folder icon - task bar
- Can you see “This PC – Documents
- Can you see your network drive?
 - Its your username
 - Can you create a folder in this drive?
 - Can you create a simple word doc and save in this folder?
 - Can you delete this file
 - Can you delete this folder?



Let's Test - Internet Connection

- Open Internet Explorer (if not already opened)
- Go to www.mackillop.vic.edu.au
- Go to main menu > Information > Notebook Program
- You all have 5 gigabyte (gb) of data per month
- If used within the month then \$2 per gigabyte can be bought at admin – no carry over into the next month



All Current Notebook Info - www.mackillop.vic.edu.au



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Internet @ Home

- NEVER use bit torrent type software (P2P) for downloading games, videos and alike
 - Riddled with malware
 - Illegal
 - Not acceptable, so if found your notebook will be immediately re-imaged
- NEVER have links to games or the actual software on your notebook



Our Wireless Network

- Moving from class to class should not be an issue in wireless connection
- However if issues arise
 - Wait a little while for wireless to “kick in” 😊
 - If unsuccessful then restart notebook
- Problem should now be solved
- If this continues go to ICCT Service Centre at the appropriate time (NOT DURING CLASS)



Care and Security

- Student lockers must have secure combo locks - DO NOT SHARE security lock code
- Padded notebook carry bag **must be used** at all times between class
- Carry bag must be in student bag when going to/from school
- Notebooks must be taken home overnight (if occasionally can't be taken home then must be stored in the ICCT Centre)
- No notebooks during recess / lunchtime outside



Care and Security (cont'd)

- Never ever try to carry notebook by the screen
- Never move around with screen open
- Top causes for notebook damage
 - Not using carry case
 - Screen damage
 - Tripping on cables
 - Lack of care for AC adapter and Power Cable
- Each notebook has school virus protection software on it



Cracked / Bleeding Screens



Excessive pressure caused by carry / lifting notebook by screen



Pens/pencils left on the keyboard then closing lid!



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Classroom Guidelines

- Bring your notebook fully charged
- Manage your password appropriately
- Backup your files **REGULARLY**
- Manage your Internet and printing credit
- Always store your notebook in its carry case and in locked locker
- Carry your notebook around the school in its carry case



Classroom Guidelines

- Take your notebook home every day in its carry case
- Report any notebook damage to your teacher and the technicians before school, recess, lunchtime or after school. NOT during class time.
- Only add appropriate material to your notebook protective skin
- Do not leave pen/pencils on keyboard



Gaming (on/off line)

There is definitely no gaming allowed on these notebooks, unless specifically requested and approved by the school.

Our system is constantly scanning for gaming-type files. If found then you will be called in by ICCT Services, your notebook will be immediately re-imaged, infringement will be permanently noted on your network record and further consequences may occur.



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Digital Technologies Guidelines

- Don't cyber-bully, report any cyber-bullying
- Surf the Internet safely
- Only open notebook screen upon request from teacher
- When requested to pay attention – hands off keyboards and lower screen
- Assistance? Ask three before the teacher
- Never “lend” your notebook to another student
- No notebooks out during recess or lunch



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



The Education Security Carry Bag



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



The Security Case

- What do I need to do?
 - Write your name on tag
- When and How?
 - Travelling to and from school
 - Take out school backpack when unloading into locker
 - Notebooks **MUST** be inside the education security case at all times when transporting notebook around
 - In class, place case under your seat with shoulder strap tucked inside for safety purposes e.g. tripping



Travelling on the bus/car

- Always have your school backpack in a vertical position on bus
 - saves potential damage to screen which is one of the most expensive parts of the notebook
- NEVER leave your notebook bag in clear view inside your family car if left unattended. Always place in boot and a cool place
- If being picked up from school you can carry your notebook security case to the car (only if on site)



Service Centre times

Before school:	8:15 am – 8:30 am
Recess:	10:35 am – 10:50 am
Lunchtime:	12:40 pm – 1:15 pm
After school:	3:20 pm – 4:15 pm

Repairs and Servicing: Notebook Helpdesk

No servicing of notebook during class time



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.



Warranty Claims / Insurance

- Warranty Claim – immediate loan notebook given
- Insurance Claim – loan notebook given upon receipt of completed signed insurance claim form



MacKillop College

1:1 Notebook Induction Program



MacKillop College Werribee

Celebrating all life. Challenging all people. Dreaming the new day.

